**KDE Organizational Structure- Processes and Activities**
**June 16, 2010**

**BUREAU OF LEARNING AND RESULTS SERVICES**

<u>**Office of Next Generation Learners**</u>

<u>**Processes**</u>

**Essential:**

- Develop curricular standards

- Adopt standards

- Communicate the standards

- Deploy or implement standards

- Support curriculum instruction resource development

- Validate curriculum instruction formative assessment

- Monitor, measure and communicate implementation of all of the above

<u>**Activities**</u>

**Essential:**

- Administer coordinated school health

- Dropout early warning system

- Career Readiness Standard

- Career Readiness Standard (CTE)

- School Readiness

- A5-A6 Program Review

Important:

- Support  intervention systems

**<u>Office of State Assessment and Accountability</u>**

## <u>Processes</u>

Essential:

- Standards development to assessment development

- Assessment development to test administration

- Test administration to test accountability

- Assessment development to accountability development

- Accountability development to public communication

## <u>Activities</u>

**Essential:**

- Develop/Select career readiness assessment

- Program reviews accountability (AH,PL,WR)

- Alternative Assessment

- ACT/Explore Plan

- WIDA - ELL

- NRT

- KCCT

- HumRRO validation

**Important:**

- Support  intervention systems

**Nice to Have:**

- EOC-UL

**<u>Office of Next Generation Professionals</u>**

**<u>Processes</u>**

**Essential:**

- Develop teacher effectiveness/Recruitment Model

- Leaders-PD/Leadership

- Teacher, principal, superintendent evaluation systems

- PD-technical assistance to districts

**Important:**

- Support  teacher recruitment/retention

    - Traineeships

    - Project TRREE

- Provide ongoing training for career and tech ed teachers

- Provide ongoing training to teachers of special populations

**<u>Activities</u>**

**Essential:**

- Monitor EILA standards for administrators

- Support for student advising and guidance including ILP

**Office of Next Generation Schools & Districts**

**Processes**

**Essential:**

- Develop a unified system of continuous improvement for LEAs

- Planning comprehensive school improvement technical assistance and monitoring

- Compliance audit rewards

- Intervention and corrective action/innovation

    o Support low performing schools and districts

- Student support services

- Parent engagement

- Community engagement

- Annual determinations of exceptional children programs

- Develop and implement general supervision system including monitoring

- Review/Revise/Improve current system of state schools

- SBDM support to districts:

    o Reconfigurations

    o Staffing allocations

    o Training

    o Minority Rep

    o Collaboration with KASC for training

**Activities**

**Essential:**

- Support Career & Tech Ed student organizations—Perkins compliance

- Waiver Process:

    o Case load

    o Grade range

- - Class size
  - LEAD reports
- Administer school health requirements
  - Regulations
  - Monitor Immunizations
  - Provide training
  - Monitor required screenings
- Administer federal nutrition programs
  - Provide Training
- Administer transportation programs
  - Provide driver training
- Monitor district facility planning
  - Provide Training
- Standards and Indicators
  - Updates
  - Tool Kit online
  - Online training, weekly for District 180 staff
- Leadership assessments for persistently lowest achieving schools:
  - Selection of auditors to final report delivery
- Parent Advisory Council:
  - Partner with KPIRC on parent web pages
  - Lead with OVEC the Kentucky Out-of-School Alliance
- Support for At-Risk students
- Community Ed Grants and Community Ed Directors
- 20th Century Community Learning Center grants:
  - Profile and performance information correction system (PPIC)
- Selection and training of staff for District 180
- FRYSC
- Service Learning:
  - 53 districts/Entities

Important:

- ELDC facilitation
- Character Ed – Operation Military Kids

Nice to Have:

- Advisory Councils – Parent, Superintendent, Principal, Achievement Gap, etc.
- Bus Training – Exceptional children

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**BUREAU OF SUPPORT SERVICES**

<u>**Office of Knowledge, Information and Data Services (KIDS)**</u>

<u>**Processes**</u>

**Essential:**

- Provide enterprise function series (applications)

- Provide portal services

- Provide enterprise shared services (infrastructure, security, support)

- Provide district technology planning, capacity-building and support enhancement of staff and resources

- Manage information and knowledge projects

<u>**Activities**</u>

**Essential:**

- KSLDS

- Develop parent information system

- Update SRIM and People Manager

- Federal reporting

- Manage KSIS:

  o Prioritize/Monitor fixes and enhances

  o Manage release schedule

  o Provide training

- Monitor district financial status:

  o Collect, validate and publish district financial reports, budgets, district financial audits and audit contracts

Important:

- District financial status:

  o Process data requests

- Manage KSIS

    o Process data requests

- NCEF Survey

- Inventory and management of district facilities

- Integrate federal and related state data systems into comprehensive state system KSLDS

KDE Organizational Structure—Processes and Activities

June 16, 2010

**Office of District Operations Support**

**Processes**

> **Essential:**

- Implement enterprise shared services

- Mange student enrollment data

- Support/Monitor district facility planning

- Management of state and federal grant funds

- Administer federal nutrition programs

**Activities**

> **Essential:**

- KSLDS

- Compile Ed Facts Report

- Develop and conduct public reporting programs for exceptional children

- Manage KSIS:

    o Prioritize/Monitor fixes and enhances

    o Mange release schedule

    o Provide training

- Monitor district financial status:

    o Collect, validate and publish district financial reports, budgets, district financial audits and audit contracts

    o Compile Ed Facts fiscal reports

    o Collect, validate and report district staff data

    o Provide Training

- Administer Federal Nutrition Program

    o Provide Training

    o Review/Approve sponsors

- Monitor District facility planning

- Unmet need
- Provide training
- Maintain Inventory of facilities

- Manage student enrollments:
  - Process attendance reports
  - Perform attendance audits
  - Process school calendars
  - Monitor enrollment
  - Cohort and At-Risk data

- Administer transportation programs
  - Provide buss mechanic training
  - Provide driver training
  - Provide 6-hour trainer updates/Train trainers

Important:

- Manage student enrollments:
  - Collect nonresident contracts and home/hospital forms

- District financial status:
  - Process data requests

- Manage KSIS
  - Process data requests

- Inventory and management of district facilities

- Monitor district financial status:
  - Collect and validate bond of depository treasurer

**KDE Organizational Structure—Processes and Activities**

**June 16, 2010**

**Office of Internal Support & External Business**

**Processes**

**Essential:**

- Contract management (RFPs, RFAs, MOAs, and PSCs)

- Management of state and federal grant funds:

  o Calculating district allocations

  o Disburse/Monitor funds

- Prepare biennial budget and ongoing budget management

- Payments and purchases

- Distribute SEEK—District reimbursements

- Bus procurement

- Hiring, evaluation and disciplinary process:

  o Training and rewards

- Payroll and benefits

- KDE personal and real property management:

  o Inventory/Surplus

  o Insurance

  o Phones and copiers

  o Leases

  o Space management

- KDE Safety compliance

- Developing capacity of SBE employees

**Important**

- Participate in state and national professional organizations:

  o SEA professional learning-building capacity

### Activities

**Essential:**

- Administrative Services:
    - Archives
    - KDE property insurance
    - Surplus property
    - Inventory audit
    - Real property administration
    - Work orders
    - Capital projects management
- Personnel and Payroll:
    - ADA, workers comp, EEO compliance
    - Hiring, firing, evaluation, disciplinary procedures
    - Desk audits
    - Payroll and benefits (Frankfort and KSB/KSD)
- Financial monitoring:
    - State and federal monitoring and draw-downs
    - Medicaid claiming
    - Year-end closeout
    - Out-of-state travel
- Distribute SEEK:
    - Process bus purchase orders
    - Calculate bus depreciation
    - Maintain bus inventory

**Nice to Have:**

- OAIS:
    - Stockroom/Distribution Center administration
    - Copy paper delivery
    - Dailey reports
    - Recruitment Process

- Wellness Program
- GSC Training
- YES Committee
- Tuition assistance

## Office of Guiding Support Services

### Processes

**Essential:**

- State Board

- Communications

  - Internal

  - External

- Legislative advocacy, monitoring, and communication

- Regulatory process

- Legal-Internal and external advice

- Continuous improvement KDE

### Activities

**Essential:**

- Dispute resolution—exceptional children

- Program evaluation

- Research

- Internal audit

**External Partner**

**Essential:**

- Monitor facility construction

  o Manage change orders

  o Approve plans

- Reconcile insurance payments to DEI

  o Calculate and reconcile federal

**Important:**

- Provide driver training

  o Monitor CDL program

- Provide bus mechanic training

- Provide 6-hour driver trainer update/Train trainers